



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 1 15 13	Interviewer: Laura Eckert	RFA #13 – 01
Person(s) Requesting Assistance: [REDACTED]		
Contact Numbers (telephone, e-mail, etc.): [REDACTED]		
Status of Person(s) Interviewed (title, position, student status, etc.): student		
Requested Assistance Pertaining To (name, position, policy, project, etc.) [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female X Administrator Faculty Staff Student X
Concern Regarding: Male X Female Administrator Faculty X Staff Student

Category: (Please check at least one)

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input type="checkbox"/> Disability	<input type="checkbox"/> Employment
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	X Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Veteran Status	

Time Line		
Date	Item	Comments
1 15 13	LE intake with [REDACTED]	Last spring quarter, taking a class with [REDACTED], he asked me if I would be interested in being a translator on a [REDACTED] trip next spring. He said he would help me out financially if I decided to go. I told him no. He started asking personal questions about my family, then he told me he was getting a divorce. He said could I have your phone number in case I need to talk to someone? Then in the summer, he called. He said he was going through assignments and couldn't find mine. Then he said he had another pile and it must be in there. [REDACTED] is my friend on Facebook because he was really involved with [REDACTED]. He sent me a message, said he had brought me a gift back from [REDACTED] Not seeking an apology, just think it is inappropriate. Also having trouble meeting with her [REDACTED] advisor.
1 16 13	LE and SGS o/c [REDACTED]	Help [REDACTED] be aware. [REDACTED] has intensive mentoring, not uncommon for students to have lunch with faculty, context is impt, need perception and reality of safe learning env.

1 16 13	LE t/c to [REDACTED]	Met with Dean, concerned about situation, wants to make sure you see advisor, she should be available next week, see Dean if cannot get in to see advisor next week, LE will call Prof [REDACTED] next Tues, after [REDACTED] conf and holiday weekend so I can meet with him same day I call him
1 22 13	LE mtg with [REDACTED]	LE reviewed student's concerns, want to let him know of student's concerns, let you reflect on interactions with the student and sharing of personal information, reviewed EO policies preventing sexual harassment and faculty code of ethics. Professor [REDACTED] said he brought posters back from [REDACTED] for several students, he cared about her as a student, thinks he told her about the divorce when she was interviewing him and she asked him how he was doing.
1 22 13	t/c to [REDACTED]	Relayed conv with [REDACTED], [REDACTED] said, "thank you". LE told her to call back if she has any additional concerns. [REDACTED] has meeting set up with her advisor for later this week.

Resolution:

Resolved to Individual's Satisfaction [R] Unresolved [U]
 Transitioned to Complaint [F] Referred to another University Office [REF]

Provide a summary of the discussion, including recommendations provided. Subsequent discussions, requests for assistance and/or follow-ups on this issue should be included chronologically below.